



**CITY OF
ABILENE**

SUBDIVISION PLAT APPLICATION

FINAL PLATS

\$500+² Application Fee

**(The applicant will also be responsible for all
County Courthouse filing fees)**

FOR OFFICE USE ONLY

Date Received: _____

Reference No.: _____

Receipt No.: _____

Plat Review: _____

P&Z Hearing: _____

SUBDIVISION TITLE/LOCATION: _____

OWNER NAME/ADDRESS: _____

_____ PHONE: _____

AGENT NAME/ADDRESS: _____

_____ PHONE: _____

LICENSED SURVEYOR OR ENGINEER NAME/ADDRESS: _____

_____ PHONE: _____

The undersigned hereby requests consideration by the Plat Review Committee and the Planning and Zoning Commission of the above identified plat: Certification is hereby made that the time(s) and date(s) of subject hearings have been made known to me.

Signature: _____

Title: _____ Date: _____

This application will not be accepted until a Preliminary Plat and a Preliminary Utility Plan have been approved and filed with the Planning Department.

Drainage Plans and Construction Plans with all accompanying fees and documentation must be submitted to Public Works for review no later than the deadline for this Final Plat application.

REQUIRED ATTACHMENTS

These documents must be submitted with the plat application or it will be deemed incomplete and returned within 10 days of initial receipt by the Planning Department.

☐ **Application fee (\$500+²)**
(Payable to: City of Abilene)

☐ **Field Notes**

☐ **Title Opinion**

☐ **Electronic copy of plat in AutoCAD
format (Email to planning@abilenetx.com) AND
four (4) paper copies of plat
(no larger than 24" x 36")**

Final Plat Procedure

1. A Preliminary Plat for the proposed subdivision must be reviewed and approved prior to or concurrently with submittal of a Final Plat application.
2. Following approval of the required preliminary plans, the applicant must submit all required application documents at least 28 days prior to the date of the meeting of the Planning and Zoning Commission at which the plat will be considered.
3. Documents will be reviewed by representatives of the applicable government entities and utility providers for compliance with all relevant regulations.
4. A list of required corrections will be returned to the surveyor after the review is complete (typically 10-12 days after the application deadline).
5. For approval by the Planning and Zoning Commission, the applicant and surveyor must provide the following documents no later than 5:00 p.m. on the Thursday prior to the Planning and Zoning Commission meeting:
 - a. 2 mylar copies of the plat showing all required corrections and the notarized signature(s) of the current owner(s).
 - b. An electronic copy of the corrected plat in AutoCAD format that is tied to Grid NAD 83, TXNC Zone 4202 or city monumentation.
 - c. Financial Guarantee (if applicable)
 - d. Documentation that the Drainage Plan has already been approved by the City Engineer or his designee. Public Works will provide a letter directly to Planning after their review is complete.
 - e. Documentation that Construction Plans have already been approved by the City Engineer or his designee. Public Works will provide a letter directly to Planning after their review is complete.
6. The following documents must be submitted before the plat can be filed for permanent record with the County Clerk's Office:
 - a. Current original tax certificates for all parcels included in the plat
 - b. Cash or check in the exact amount of County filing fees

Please visit our website for the full text of the City of Abilene Subdivision Regulations:

<http://www.abilenetx.com/PlanningServices/ord.htm>

Please contact Public Works for additional information regarding Financial Guarantees and Drainage and Construction Plans. (325) 676-6281

All other questions may be directed to Planning and Development Services.

(325) 676-6237 or planning@abilenetx.com

555 Walnut Street, Room 100

Abilene, TX 79601

Final Plat Checklist

- (A) Date of preparation, scale of plat (written & graphic), and north arrow.
- (B) Names, addresses, and phone numbers of the subdivider, engineer, and/or surveyor. If there are separate lots with separate ownership, be sure it is noted which ones belong to which owner.
- (C) Proposed name of the subdivision (should follow City of Abilene naming policy for labeling lots, blocks, replats, etc.).
- (D) Certification and acknowledgement of the plat document, as described below:
 - a. Proper signature blocks for P&Z, Planning Director, Public Works Director, and County Clerk.
 - b. Owner's Certificate and Dedication statement with both portions of text and signature spaces for all owners.
 - c. Acknowledgement blocks for notarization of each of the owners' signatures.
 - d. General Notes block with all information filled in correctly.
 - e. Certification of the surveyor responsible for surveying the subdivision area, attesting to its accuracy and/or a certificate by the engineer responsible for its preparation and supporting data, also attesting to its accuracy.
- (E) Description by metes and bounds of the subdivision.
- (F) Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers, and similar data shall be referred.
- (G) Subdivision boundary lines, indicated by heavy line.
- (H) Computed acreage of the entire subdivision, including public dedications.
- (I) Identifying numbers for each lot or site. Identifying letters for each block.
- (J) The exact location, dimensions, name, and description of all existing and proposed lots, parks, public areas, and other sites within or contiguous with the subdivision.
 - a. Accurate dimensions and bearings for all straight segments of all proposed such features.
 - b. Accurate deflection angle, radii, central angle, degree of curvature, tangent distance, and length of all curve segments of all proposed such features.
- (K) Names of adjacent subdivisions.
- (L) Adjacent unplatted or unsubdivided lands, so designated by owner.
- (M) Location of City limits line or the outer border of the City's extraterritorial jurisdiction, if they traverse the subdivision or form part of its boundary.
- (N) The exact location, dimensions, name, and description of all existing and proposed streets, alleys, reservations, easements, or other public rights-of-way within, intersecting, or contiguous with subdivision boundaries. Existing streets within a distance of at least four hundred (400) feet beyond the subdivision boundary must be depicted.
 - a. Accurate dimensions and bearings for all straight segments of all such features.
 - b. Accurate bearing, deflection angle, radii, central angle, degree of curvature, tangent distance, and length of all curve segments of all such features.

If no intersection street is located within 400 feet, the distance to the nearest intersecting street, as listed in the "Abilene Street Directory" or shown on the County 911 map, shall be shown on the plat.
- (O) Regulatory floodplain elevations as well as boundaries of the 100-year floodplain and floodway areas. Flood zone boundary tied dimensionally to property corner (if applicable).
- (P) The exact location, dimensions, description, and flow line of all existing water courses, as well as all existing and proposed drainage structures, within or adjacent to the subdivision.
- (Q) Building setback lines from all lot boundaries adjacent to street rights-of-way, as set forth below:
 - a. Front building setback lines on all lots.
 - b. Side yard setback lines for corner lots at street intersections.

- c. Rear yard setback lines for lots with rear yard adjacent to street.
- (R) Designation of all land to be reserved or dedicated for open space, floodway, or recreation use.
- (S) Designation of Standard Monuments, Permanent Markers and Centerline Markers shall be installed in the following locations:
 - a. Standard Monuments
 - i. at every block corner.
 - ii. at every point of curvature (P.C.) and point of tangency (P.T.) of a block boundary.
 - iii. at every angle of a block boundary.
 - iv. in the event there is an existing non-standard monument or the position for the monumentation is not feasible, a "Standard Monument" shall be set at a distance of not less than 10 feet and not more than 150 feet, as a reference monument.
 - b. Permanent Markers
 - i. at every lot corner.
 - ii. at every point of curvature (P.C.) and point of tangency (P.T.) of a lot boundary.
 - iii. at every angle of a lot boundary.
 - iv. In Minor Replats of two (2) or less interior lots, if sufficient standard monumentation exists within the Block, and within 300 feet on a common line, the City Surveyor, may approve the use of "Permanent Markers."
 - c. Centerline Marker shall be set by the Surveyor at the following locations:
 - i. every street centerline intersection with intersecting street centerlines.
 - ii. every street centerline point of curvature (P.C.) and point of tangency (P.T.).
 - iii. every street centerline angle point.
 - iv. every street centerline and projected subdivision boundary line intersection.

The specifications for Standard Monuments, Permanent Markers and Centerline Markers shall be as set out in Exhibit B, a copy of which shall be available at the Engineering Division of the City of Abilene. The inspection of monuments will coincide with the final inspection of other improvements. In the event there is an existing non-standard monument, a "Standard Monument" shall be set at a distance of 10 feet +/- along the line as a reference monument.

- (T) Data on all lots in the subdivision, certifying compliance with minimum width required by Section 3.2.15, as applicable, where said measurement is not readily discernible from platted dimensions of front lot line.
- (U) Accompanying data illustrating the location of existing exterior building wall(s) situated within fifteen (15) feet of any proposed lot boundary, including such building walls that may fall outside the boundaries of the subdivision.

Additional Information Required:

- Security instruments described in Section 3.1.8.4, guaranteeing completion of required subdivision improvements according to City standards and specifications, if such improvements are not already installed in accordance with an approved preliminary plat.
- A current title opinion, guarantee of title, or letter from a licensed attorney or title company authorized by the laws of the State of Texas, certifying that the signature of all persons whose consent is necessary to pass a clear title to appear on the proper certificates and are correctly shown on the cover sheet, both as to consent to the making thereof and affidavits of dedications where necessary.